

LANGUAGE SERVICES REQUEST FORM

TRANSLATION AND INTERPRETATION SERVICES FOR THE U.S. ENVIRONMENTAL PROTECTION AGENCY OFFICE OF CIVIL RIGHTS

Language Service Checklist (Not necessary for ad-hoc requests)

For Translation Requests

Questions to ask yourself before you submit the Translation Form

- ☐ Is the document intended for a particular individual, a specific community or sector, e.g., community surrounding a specific Superfund site or the migrant farmworker community, or the general public?
- ☐ Does the document contain critical information for obtaining federal services and/or benefits, or is it required by law?
- ☐ Is the document considered a vital document or an outreach document?
- ☐ Is the written material part of video content? Before developing any video content, please contact your communications director, public affairs director, and/or multimedia product review officer. Multimedia materials must be reviewed and approved by AO's Office of Multimedia before any filming takes place.
- ☐ Are the materials related to a press announcement or public event?
- ☐ Are the materials part of a communications plan? (Please enclose communications plan, if available.)
- ☐ Are the materials related to an environmental emergency or natural disaster?

Additional comments:

For Interpretation Requests

Questions to ask yourself before you submit the Interpretation Form

- ☐ Is your target audience a specific LEP community or sector, e.g., a community surrounding a specific site of environmental concern, environmental group, etc.?
- ☐ Did you conduct research to determine the number of LEP participants or number of headsets needed?
- ☐ Have you conducted demographic analysis to determine the specific interpretation needs?

Additional comments:

(If you need additional space, please include the additional information in the request email)